

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 323-2924



December 26, 1979

• ALL-COUNTY LETTER NO. 79-84 (Adult & Family Services)

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: OUT-OF-HOME CARE SERVICES FOR CHILDREN  
INDOCHINESE UNACCOMPANIED MINORS

REFERENCE:

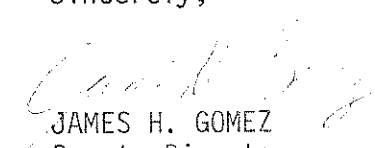
The Federal Department of Health, Education, and Welfare is requesting an update of information concerning the status of all unaccompanied minors identified as having been placed in out-of-home care in California. Some counties will find a list attached with names of children resettled in that county at the indicated address. If no list is attached, we have no record of refugee minors having been placed in your county. Each list is distinct and will contain names pertinent to your county only.

We are requesting your cooperation in locating and reporting on the children listed. In addition, we are seeking information about any other Indochinese unaccompanied minor reflected by your records or known to your department. Please complete a CA 900 for each refugee child. In those cases where the minor cannot be located, indicate on the form that the whereabouts of the child is unknown.

The completed forms for these children are to be submitted to the State Department of Social Services; Special Programs Bureau; 744 P Street, MS 9-101; Sacramento, CA 95814, in accordance with the regular reporting procedure outlined in the All County Letter 79-43. Forwarding of the forms may be made on a flow basis at the time of the six months report.

If you have any questions, please contact Lee Davis at (916) 323-2924.

Sincerely,

  
JAMES H. GOMEZ  
Deputy Director

Attachment

cc: CWDA

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



December 24, 1979

ALL-COUNTY LETTER NO. 79-83

TO: ALL COUNTY WELFARE DIRECTORS  
FISCAL OFFICERS  
ADMINISTRATIVE SERVICES OFFICERS  
COUNTY AUDITORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE CLAIM

REFERENCE:

This is to provide claiming instructions for the October - December 1979/80 quarter and clarification of ongoing time study instructions. Included are instructions related to: Cuban Programs, Optional Title XX Programs; Direct Charging of Title XX costs to Group III; CPS Emergency Response; IHSS; and IRAP Food Stamps.

The following claim forms are to be utilized for the October-December 1979/80 quarter claim. Those forms with an October 1979 Revision Date reflect the claiming changes outlined in All-County Letter No. 79-65 and have been forwarded to counties under separate cover. A summary of claim form changes is included at the end of this letter.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 46	10/79	DFA 327.2	7/79
DFA 47	10/79	DFA 327.3	10/79
DFA 43	7/79	DFA 327.4	10/79
DFA 323	7/79	DFA 327.5	10/79
DFA 50	7/79	DFA 327.6	10/79
DFA 325.1	7/78	DFA 327.7	10/79
DFA 325.1A	7/78	DFA 327.7A	7/79 (Optional)
DFA 325.2	7/78	DFA 403	7/79
DFA 325.3	7/79	DFA 419	7/78
DFA 325.4	7/79	DFA 394	7/79
DFA 327.1	10/79	DFA 396	10/79

CUBAN - AFDC

Effective October 1, 1979 funding for the Cuban-AFDC Program is as follows:

Title IV-A	- 50 percent
Cuban Funding	- 75 percent nonfederal share
State	- 12.5 percent nonfederal share
County	- 12.5 percent nonfederal share

DFA 327.4, Modification B, Cuban-AFDC Reimbursement is to be used to calculate actual federal, state and county sharing. All claiming and time study instructions previously issued relative to this program remain in effect.

NOTE: Federal funding for the Cuban-General Relief Program is likewise reduced to 75 percent effective October 1, 1979 as reflected on the revised DFA 327.6.

TITLE XX CLAIMING

- A. Optional Programs: As stated in the instructions which accompany the Social Services Worker Time Study (DFA 46), only time spent on those optional services which the county has elected to provide (through the CASP planning process) may be charged to Title XX. Likewise, direct costs are to be charged only to those programs. Time/expenditures charged to optional services that are not reflected in the CASP (or subsequent CASP amendments) will be disallowed. Therefore particular emphasis should be given to the accuracy of the social workers' entry on the DFA 46 to insure that workers are neither delivering nor recording time to unauthorized programs.
- B. Direct Costs: In addition to providing the Title XX program code for each expenditure claimed under Group III - Direct Costs, counties should, to the extent possible, identify the expenditure in enough detail to provide a linkage to an appropriate Title XX program component (e.g., specific service funded resources, as defined in CASP and Division 30 Regulations). The term "Service Connected Expense" does not, for example, adequately identify an expenditure and generally requires follow-up with county staff during the claims audit process. Each Title XX service program is defined in terms of allowable staff activities and service funded resources in both CASP and Division 30 Regulations. Counties are encouraged to utilize those resources in identifying direct costs on the DFA 325.3.

IHSS

Time spent by social services casework staff in the completion and/or review of IHSS payrolling documents is considered a component of IHSS service arrangement, and should be charged to line C-8, IHSS Staff Activities/Service Arrangement, on the Social Services Time Study (DFA 46).

### EMERGENCY RESPONSE/EMERGENCY RESPONSE BACK-UP

In order to accurately assess the cost of the Emergency Response Program and the related back-up services, all time/expenditures must be identified to lines E (Emergency Response - Basic), O (Emergency Response Back-Up Title XX), or P (Emergency Response Back-Up Title IV-B) per All County Letter No. 79-40, regardless of whether counties have accepted Emergency Response funds. Counties which have accepted, and subsequently exceeded, their Emergency Response allocations should continue identifying costs to line E - Emergency Response - Basic.

In the above situations where counties have refused, or exhausted their Emergency Response allocations, expenditures will be shifted by the State to Title XX for funding purposes.

NOTE: Counties which have not expended their Emergency Response allocation by the end of the fiscal year may only use the excess funds to offset Title XX/IV-B expenditures when:

- (1) The program requirements and maintenance of effort are substantiated through program review; and
- (2) The county has identified/charged the costs of arranging or providing back-up services to either Title XX Back-Up or Title IV-B Back-Up per All County Letter No. 79-40.

### NONASSISTANCE FOOD STAMPS (DFA 43, LINE E)

Counties are reminded that Indochinese food stamp households that are either non-AFDC or mixed households are considered Nonassistance Food Stamp households. As such, workers are to charge their food stamp activities performed for these Indochinese households to Line E on the DFA 43.

NOTE: Food Stamp time spent on pure Indochinese-AFDC cases is charged to the Indochinese-AFDC Program (Line J).

### LOBBYING ACTIVITY

A recent federal policy interpretation was received which prohibits the use of HEW funds to pay for costs of influencing legislation (commonly referred to as "lobbying"). Therefore, no county claims for reimbursement for costs associated with a lobbying activity will be allowed.

### CLAIMING FORM CHANGES

The majority of the administrative expense claiming forms were changed as a result of Chapter 282 of the statutes of 1979 (AB 8) with advance claiming instructions provided in All-County Letter No. 79-65. Those changes are outlined below:

1. DFA 46 and 47, Social Services Time Study and Time Study Summary:

Added CPS Emergency Response Backup Services lines

2. DFA 327.1, Services Program Distribution:

Added CPS Emergency Response Backup Services lines; and corrected Column 7 (Staff Development) reference to DFA 325.4.

3. DFA 327.3, Services Modification Worksheet:

WIN Modification matrix was revised to reflect state buyout of nonfederal WIN Child Care expenditures.

NOTE: Provision was also made to report any WIN Child Care Expenditures that exceed the maximum reimbursable payment level (those costs become county share).

4. DFA 327.4, Eligibility and Nonservice Modification Worksheet:

Eliminated Modification B - Food Stamps; revised Cuban funding ratios and restored Chapter 292, State funding to county funding. Re-lettered Cuban Modification (became Modification B rather than C).

5. DFA 327.5, Services Funding Page:

Instructions were expanded (Footnote 3) to include CPS Emergency Services under "Other Title XX Services" and "Child Welfare Services". Instructions for Line 01 (Staff Development, Eligibility and Nonservice) were modified to provide for new state funding (50 percent of nonfederal share). IHSS maximum payment levels were increased to \$460 and \$664.

6. DFA 327.6, Eligibility and Nonservice Funding Page:

Eliminated Chapter 292 State Funding (previous buy-out of county share of AFDC and NAFS); increased state funding for APSB; and made provision for the new NAFS funding ratios.

7. DFA 327.7, Total Expenditures Fund Distribution Report:

Eliminated Chapter 292 State Funds Column (previous state buy-out of county share of AFDC and NAFS).

8. DFA 396, WIN Child Care Matrix:

Provision made for state buy-out of nonfederal WIN child care; footnote added to provide for county funding of WIN child care payments that exceed allowable reimbursement maximums.

All questions concerning this letter should be directed to the County Fiscal Administration Bureau, Department of Social Services at (916) 445-7046.

Sincerely,

A handwritten signature in cursive script, appearing to read "Claude E. Finn".

CLAUDE E. FINN  
Deputy Director  
Administration Division

cc: CWDA